

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 900 EEO/EMPLOYEE DEVELOPMENT	SUPERSEDES: AR 371 (09/01/83)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 905 TRAINING ADVISORY COMMITTEES TEMP	EFFECTIVE DATE: 12/17/03

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PURPOSE

To provide guidelines for the Department training and employee development assessment.

To provide feedback, and information relative to training and employee development program design, development, evaluation and implementation.

To provide a forum for the Department's EEO/Employee Development Division staff and Appointing Authorities to review training and employee development progress, identify issues, problems and provide resolution.

AUTHORITY

NRS 209.131

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, Correctional Programs Administrator

DEPARTMENT – The Nevada Department of Corrections.

DIRECTOR – The Director of the Nevada Department of Corrections.

EEO/PROFESSIONAL DEVELOPMENT OFFICER – The position designated by the Department as the EEO/Employee Development Division Head.

EEO/EMPLOYEE DEVELOPMENT DIVISION – The Division officially tasked by the Department with:

- Monitoring and investigating allegations of violations of the EEO/Employee Development and administrative regulations; and
- Design, development, evaluation and implementation of the training and employee development programs.

EMPLOYEE DEVELOPMENT MANAGER (EDM) – The position within the EEO/Employee Development Division responsible for the administration, management and supervision of the Employee Development Specialists.

EMPLOYEE DEVELOPMENT SPECIALISTS (EDS) – The Department's Employee Development Staff responsible to ensure the Division's assigned task of training and employee development is carried out.

TRAINING PLAN – A document developed within the EEO/Employee Development Division by the EDM to project the Department's training and employee development goals, objectives, training courses and employee development programs for the calendar year.

RESPONSIBILITY

It is the responsibility of all Department employees to have a working knowledge of and comply with this regulation.

APPLICABILITY

This regulation applies to all Department employees, contract employees as well as volunteers.

PROCEDURES

905.01 REGIONAL TRAINING ADVISORY COMMITTEE MEMBERSHIP

1.1 The Department's EEO/Employee Development Division will establish four regional Training Advisory Committees. **(3-4073)**

1.1.1 The four Training Advisory Committees will represent the following institutions/facilities:

- Carson City, to include: Northern Administration, NNCC, NSP, SCC, SCCC, WSCC, and NNRC.
- Lovelock, to include: LCC, CCC, and HCC.
- Ely, to include: ESP, ECC, and WCC.
- Las Vegas, to include: Southern Administration, HDSP, SDCC, ISCC, ISBC, JCC, PCC and TCC.

1.1.2 The membership in the regional Training Advisory Committees will be as follows:

- Wardens/designees;
- A Personnel Officer/designee;
- A Safety and Health Representative or designee;
- A Regional EDS Staff designee;
- A Director of Nursing; and
- Two uniformed and non-uniformed representatives, for a total of four. One uniformed/non-uniformed elected bi-annually by the regional employees.

1.1.3 The EEO/Employee Development Division will assist the regional Appointing Authorities to establish the process for the conducting of annual elections every January.

1.1.4 The regional Training Advisory Committee elected representatives will serve for a minimum of two years.

905.02 REGIONAL TRAINING ADVISORY COMMITTEE FUNCTIONS

- 1.1 The regional Training Advisory Committee functions will include, but are not limited to:
- Conducting an annual review of the Department's Training Plan and regional training program delivery;
 - Making recommendations that ensure the design development, evaluation and implementation of regional training and employee development program delivery.
 - Review the progress of the Department's Training Plan based on resources and budgetary constraints;
 - Recommend strategies to implement regional training and employee development programs, ensure compliance with all mandates, requirements, laws and Department regulations.
 - Recommend new ideas, concepts and methods of training and employee development programming for meeting regional needs; and
 - Review existing course curriculums and recommend new course curriculum criteria to the Department's EDM.
- 1.2 Each regional Training Advisory Committee will maintain written minutes, reports and recommendations. They will be forwarded to the Department's EDM to be considered for the Department's Annual Training Plan and regional training and employee development program delivery.
- The Department's EDM will coordinate the committees' input with the EEO/Employee Development Officer.
- 1.3 Each regional Training Advisory Committee will meet quarterly within a calendar year.
- The regional EDS Staff designee will facilitate and coordinate the committee meetings.

905.03 DUTIES OF THE EMPLOYEE DEVELOPMENT MANAGER

- 1.1 The Department's EDM will conduct, but not be limited to the following duties:
- Review the recommendations, input and reports of the regional Training Advisory Committees;
 - Ensure that Department training and employee development curriculums meet regulatory authority requirements;

- Develop an annual Department Training Plan; **(3-4072)**
- Provide an annual training and employee development program delivery report to the EEO/professional Development Officer; **(3-4074)**
- Review and up-date, training and employee development documents and lesson plans to ensure consistency, documentation and certified training curriculums; and
- Act as liaison between the Department's Appointing Authorities and Training Advisory Committees.
- Provide leadership, management and supervision of the EDS Staff in efforts to support the agreed upon training/employee development programs identified by the regional Training Advisory Committee and agreed upon by the Department.

REFERENCES

ACA Standards 3-4072, 3-4073, and 3-4074

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.